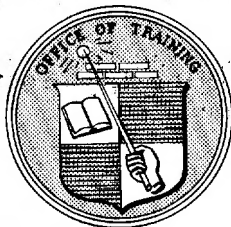


OFFICE OF TRAINING BULLETIN



SPECIAL BULLETIN
Number 59-62

28 December 1962

TO: Agency Training Officers

IBM PROFICIENCY PROGRAM

In cooperation with the IBM Electric Typewriting Division, the OTR Clerical Training Staff has arranged a Typewriting Proficiency Program.

Conducted solely by IBM personnel, the program consists of a two-hour presentation during which maintenance of an IBM typewriter is explained and useful typing shortcuts are demonstrated. Nine presentations have been scheduled and arrangements have been made to apportion them among the DDI, DDP, DDS, and DDI. The program is held in Room GD-2608 according to the following:

STATINTL

DDR	14 January	0930 - 1130
DDS	14 January	1330 - 1530
DDS	15 January	0930 - 1130
DDI	15 January	1330 - 1530
DDI	16 January	0930 - 1130
DDP	17 January	0930 - 1130 and 1330 - 1530
DDP	18 January	0930 - 1130

The program, the only one which can be scheduled this year, is primarily for typists and stenographers who have been assigned to the Agency within the last year and who are using IBM electric typewriters. Registration is limited to 30 for each two-hour presentation. Because of this restricted number, Training Officers are asked to screen requests so that there can be a reasonable representation from each office. If necessary they may arrange attendance for one person in an office who will later inform others in that office of the techniques and shortcuts covered in the demonstration.

(See other side)

ADMINISTRATIVE - INTERNAL USE ONLY

Training Officers should enroll their personnel by a memorandum to the Registrar, Office of Training, Room GC-03, Headquarters (Extension 5203). It is requested that they list the names with date and hour of attendance.

STATINTL

Any questions concerning the program should be directed to Mrs. [REDACTED] Extension 3280.



WSR
no more

GROUP I
Excluded from automatic
downgrading and
declassification

ADMINISTRATIVE - INTERNAL USE ONLY